

Springdale Elementary



**Student Parent Handbook
2018-2019**

2018-2019

Dear Parent(s):

You are receiving a copy of the 2018-2019 Springdale Student/Parent Handbook. Springdale Elementary will begin the second year of Positive Behavior Interventions and Supports (PBIS). PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

Please read the document carefully and go over it with your child(ren). You may direct any questions related to the Student/Parent Handbook to your child's teacher or the school office. This copy is for use as a reference when needed.

Please sign and return this form to your child's teacher tomorrow to acknowledge your receipt of our school handbook. Thank you in advance for your cooperation.

Sincerely,

Cami R. Hamlin, Ph.D.
Principal

My signature acknowledges my receipt of the 2018-2019 Springdale Student/Parent Handbook.

Parent's/Guardian's Signature

Child's Name _____

Homeroom Teacher _____

Visitor Sign-In Procedures

Welcome to Springdale Elementary School! We are all excited to begin a new school year. For the safety and security of students and staff, all visitors, including parents, are required to be buzzed into the building, show a picture identification, sign in at the school lobby office, and wear a visitor sticker prior to visiting any area of the school for any purpose. We respectfully request that visitors not go to any classroom unannounced in order to preserve instructional time. Thank you for adhering to this policy.

Springdale Elementary School Website

School information is available on our website which can be found on the web at <http://www.bcsdk12.net/Domain/3108>. This information is updated periodically throughout the year. Changes to this handbook will be posted on our website, if necessary, during the school year.

Student Emergency Information Forms

The information on the Emergency Procedure Card is kept in the office in case parents or guardians need to be contacted. **We must always have an emergency contact telephone number. All names of persons allowed to pick up your child should be on the card.** Additional contacts may be added on the back of the card. **Please make sure all telephone numbers and addresses are accurate and clearly written.** Persons checking students out of school will be asked to show picture ID. Remember to notify the school when any changes occur during the school year. For the safety of each child, it is very important that our school records are kept up-to-date.

Attendance Policies

All children are expected to be present every day unless they are ill or a family emergency arises. Please remember that a written note explaining the absence is required after a student has been absent. **No more than five (5) handwritten notes without medical documentation will be accepted. Failure to present an excuse within three days shall result in an unexcused absence.** Documentation presented after three days will not be considered. Documentation presented **may NOT** be sent by fax, e-mail or telephone. Written excuses are also required for documentation when a child is tardy or leaves school early for a medical or dental appointment. The principal or designee will determine whether or not an absence is excused, and may, at his/her discretion, require supporting documentation from a doctor, dentist, clinic, court, funeral home, etc. in order to make this determination. The decision of the principal or designee with respect to the justification and validity of the submitted documentation for an absence is final. Students shall be given a reasonable opportunity, not exceeding five (5) days, to make up work or tests which were missed because of an excused absence from school. It is the student's or parent's responsibility to arrange to make up work. Failure to make up work after a reasonable time will result in a grade of 0.

Absences

In accordance with the Bibb County School District Student Code of Conduct, students in grades K-5 will NOT be promoted to the next grade level if they exceed more than ten (10) unexcused absences in a school year. Parents will be contacted after three (3) unexcused or undocumented absences. Students who demonstrate a pattern of absences and tardies shall be referred to the Office of School Social Workers for counseling and appropriate intervention, which may include a charge of truancy being filed against the parent and/or student. **Please remember that a written note explaining the absence is required after a student has been absent. No more than three (3) handwritten notes without medical documentation will be accepted.**

Drop-Off and Pick-Up Information

The school cannot accept responsibility for supervision of students before 7:50 a.m. School Board Policy provides for adult supervision a maximum of thirty (30) minutes before the beginning of the school day. The school day begins at 8:20 a.m. and ends at 3:20 p.m.; however, **we respectfully request that all students are in class at 8:05 a.m. for morning announcements.** Children should not be dropped off before 7:50 a.m. or remain at school after 3:50 p.m. unless they attend the fee-based Early Care Program and/or After School Program. Parents and guardians are expected to provide timely transportation (within no more than 30 minutes) for a child who does not ride the bus. **Repeated failure to abide by this policy shall result in referral to the school social worker for possible referral of the case to the Bibb County Juvenile Court.**

For those students who ride with their parents, we ask that they arrive at school no earlier than 7:50 a.m. Students eating breakfast at school will go directly to the lunchroom. All other students will report directly to their classrooms.

In order to develop independence and responsibility in our students, parents are asked not to accompany students to and from the classroom at the beginning and end of the school day. Our staff members are available to help students. Parents are asked to wait for students outside the school building in the afternoon.

Students who arrive after the opening time at 8:20 a.m. will be counted tardy and the **student and parent must report to the office to sign in** with a note explaining the child(ren)'s tardiness before going to class. Tardies are recorded as *excused* or *unexcused*. Students who desire to excuse a tardy to school shall present a written excuse signed by the parent or guardian no later than the third (3rd) school day following the tardy. Failure to present an excuse within three (3) days shall result in an unexcused tardy. Documentation presented after three (3) days will not be considered. Documentation may NOT be sent by Dojo, fax, email, or telephone.

Students will be counted **absent** if they leave school before 11:50 a.m. or if they arrive at school after 11:50 a.m. Students leaving school before the scheduled dismissal time must bring a note stating the time they must leave and the reason for leaving. The name of the person who will sign them out of school must also be included. Students will not be released to any person whose name is not listed on the child's emergency card without a written note from the parent. A parent coming for a student at school must come to the office instead of going to the classroom. The office personnel will call for the child.

Afternoon Dismissal Procedures

Springdale uses an electronic dismissal system to manage afternoon dismissal and to document how and when each child is transported home each day. Each family is assigned a number card and QR Code that must be displayed in the front window of the vehicle when picking up a child in the carpool line. If parents choose to walk-up to pick up their student, they must have a photo ID and the small purple colored carpool card. If you forget your small purple colored carpool tag, you will need to wait until 3:40 to enter the office to secure your child. The building is closed to visitors from 2:45 until 3:40 for safety and security and for a more efficient dismissal system. Any changes in your child's afternoon transportation must be handled in writing or in person. **No emails, phone calls, or faxes will be accepted. NO EXCEPTIONS.**

Bus and daycare van students will be dismissed to the bus loading area as their buses and vans arrive. Carpool students will be dismissed to the car loading area when their family's carpool number appears on the screen in the classroom. Students who walk home must leave promptly after the bell rings. No students will be allowed to play on the playground equipment while waiting for transportation due to the lack of adult supervision. All students must be picked up promptly. **Staff members are not on duty to supervise students after 3:50.**

Bus Regulations

Students who will be transported by bus are given a bus assignment by the Bibb County Public Schools' Transportation Department and are to ride only that bus. Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Parents must clear changes in bus assignments with the Transportation Department (phone 779-2000). Parents need to notify the teacher in writing after contacting the Transportation Department. Students who come to school on the bus should return home on the bus unless they have a note from parents indicating a change in transportation.

Riding the bus is a privilege. Good behavior is required. To maintain a safe environment on each bus, the school supports the driver in maintaining safe bus-riding habits. Anyone who violates the safety standards may be suspended or removed from the bus. Suspension of bus privileges does not excuse the student from school attendance. During the period of suspension, it will be the responsibility of the parent/guardian to provide transportation to and from school. The school system will not provide alternative transportation. In addition, unacceptable behavior on the school bus or at the school bus stop may result in suspension or expulsion from school.

After an instance of bus misconduct, there will be a required parent conference with principal/designee before the student can continue to ride the bus. The student and parent must sign a behavior contract. After the second offense, a ten-day suspension from the bus will occur; after the third offense, bus privileges will be suspended for the remainder of the school year.

School Breakfasts and Lunches

Breakfast will be served between the hours of 7:50 a.m. and 8:15 a.m. Please do not send your child to school earlier than 7:50 a.m. An adult breakfast costs \$1.75 and lunch costs \$3.50. A Bibb County Employee's adult breakfast is \$1.50 and lunch costs \$3.00. Extra milk is \$.50 per carton. (***)**Prices are subject to change.** **Teachers do not handle money or problems related to the school nutritional program. Problems are referred to our cafeteria manager at 779-3733 during the school day.**

If a child has problems with allergies, the parent should present written notification from the child's doctor to inform the lunchroom manager, who will note this information on the child's lunch account. **If your child is allergic to milk, we will need a note from the doctor stating this for our files.** The lunchroom will then provide water for the child.

We welcome families to have lunch with their children, and we prefer the first two weeks of school to be guest free as we learn the routines of the school. It is district policy (Code EE- Food Services Management) not to have outside food in the school lunch room. This will be strictly enforced and we appreciate your compliance. Also, since we are promoting healthier options with the receipt of a Health eMpowers and PEP grant, we also prefer no sugary drinks and junk food. Healthy food promotes a healthy brain.

Emergency/Medicine

If a child is seriously injured or becomes ill at school, we will make him/her as comfortable as possible and then call the parent immediately. If the parent cannot be reached, we will attempt to contact someone at the emergency number listed on the emergency procedure card. **We must always have an emergency contact number.** If we cannot reach anyone and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs for medical treatment are the responsibility of the parents. The Bibb County Public Schools and Springdale Elementary School do not accept responsibility for any delay in treatment or lack of communication that results due to out-of-date emergency numbers.

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. **Your child cannot remain at school if he/she has a fever or has thrown up. Please do not send your child to school if he/she has any of the following:**

1. **Fever (100.4 or higher), vomiting, or diarrhea within the last 24 hours.**
2. **Common cold** – excessive cough, green or yellow mucous draining from the

nose.

3. **Sore throat**
4. **Pink eye** or eye infection
5. Any **rash** unless it is diagnosed by a physician as non-contagious.
6. Any symptom of **childhood diseases**, such as scarlet fever, measles, mumps, chicken pox, whooping cough, strep throat, flu, fifth disease, croup, or hand, foot & mouth disease.
7. Any **skin infection** – boils, ringworm, pinworm, or impetigo
8. **Head lice**

No type of medication will be administered at school without a signed medical release. A medicine permission form is available in the school office. Students may not have medicines in their possession at school. **ALL** medicines will be dispensed through the office. **ALL medicine must be sent in the original container.** All drugs and medications including products available over the counter without a prescription shall be kept in the original container in the school office and must be inventoried and counted when received at the school. Some students may be allowed to carry an inhaler for asthma or an Epi-pen for severe allergic reactions. This privilege will be granted on a case by case basis and only after certification by the prescribing physician that the student needs the device and has been trained in its proper use. Please monitor the supply of your child's medication at school and keep it refilled.

Please inform the teacher if your child has an unusual physical problem. Every effort will be made to provide suitable activities for those students with extraordinary needs.

P.E. Restrictions

All students are required to have a signed P.E. form on file to participate in physical education activities. This letter indicates whether a child can participate in regular activities or whether a child must have a restricted program. Physical limitations such as allergies, asthma, etc. should be noted on the form.

If a student is unable to participate in physical education classes for a short period of time, the school must have a written statement from the parents explaining why the student is unable to participate. If the student needs to be excused for a long period of time, a written notice from a physician is required.

It is most important for freedom in movement and safety that students wear tennis shoes. Students must wear shoes on the school premises at all times. Girls should wear shorts beneath dresses. Students who are not appropriately dressed will not participate in P.E. that day. This could affect their P.E. grade.

Telephone

Only emergency telephone messages will be relayed to students. We will **NOT** make student transportation changes via phone. In order to ensure the safety of all students at Springdale, transportation changes will **ONLY** be taken in writing or in person. Students will not be allowed to use the telephone during the school day. Please remind children of their responsibility to bring all signed notes, books, permission forms, and assignments to school. They will not be allowed to call for these items.

School Visitation

All persons visiting the school any time and for any reason **must** report to the office **before** entering a classroom. This is not to discourage visitation, but is a measure to ensure the safety of our children. Assignments for students who are absent can be picked up in the office, **provided parents have called ahead and requested them.** In most cases, classroom visits are limited to fifteen minutes.

Classroom Visitation & Observation

Unscheduled parent visits to classrooms during instruction can become problematic. Visitors in the classroom are very distracting to students. We must maximize instructional time, therefore we must minimize classroom visitation. If a situation arises where a parent feels it is necessary to visit the classroom to observe, they must schedule a time through the principal. Observation periods will last no longer than 15 minutes. Under no circumstances will parents be allowed to sit in the classroom to observe without prior authorization from the principal. There will be **no exceptions!**

Homework Policy

Homework is an essential and valuable instructional tool and is assigned to students for the purpose of enriching, clarifying, and reviewing class lessons, practicing skills previously taught, preparing for future lessons, and working on long-term assignments. Consequences for failure to complete homework will be as follows:

Kindergarten:

Kindergarten students will begin homework the 2nd 9 weeks of the school year, however it will not be counted for a grade. This is to reinforce reading and math skills.

First Grade and Second Grade:

First and second grade students are assigned homework every night Monday through Friday. This work is not counted for a grade, but the work is in direct correlation to what will be tested on Fridays. Work is reviewed each week in class.

Third, Fourth and Fifth Grades:

There will be a “homework grade” included in each student’s average in each academic subject (ELA, math, science, and social studies) each grading period. Students will start each grading period with a 100 grade for homework in each subject. **When a homework assignment is not completed, 5 points will be deducted in 3rd grade and 10 points will be deducted in 4th and 5th grades from that student’s homework grade in the subject in which the homework was assigned.** (Example: If a student misses 1 math homework assignment, his/her nine weeks’ homework grade in math will be reduced to a 90.) This homework grade will be averaged in to the student’s report card grade in each subject each grading period. (It will not be included in the midterm averages.) If a teacher does not assign homework, a homework grade will not be included in the average.

Reporting Student Progress

Wednesday folders will be sent home with students every week, and they will contain students’ work, weekly tests, and all other school correspondence for that week. **Parents should review all enclosures, discuss them with the student, sign and make comments if necessary, and return the folder Thursday.** These papers become a part of an ongoing record of academic progress. According to school and county policy, students must return this folder by Friday, and **if a student does not return the papers by the following Tuesday, papers will not be sent home until the previous set is returned.** Parents will then have to come to school to review the papers. We are required to keep these signed papers as documentation of student achievement.

Report cards will be sent home every nine weeks, with notices of midterm progress being sent home the middle of each nine-week term. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. Report cards and midterm progress reports are records that must be signed and returned to the teacher. Parents can also access student grades online to monitor progress using the Parent Portal.

Grading Practices

We have very high expectations of the students at Springdale School, and we know that they are capable of excellent work. We do expect all students to do their best work on every assignment.

The *primary purpose* for grading is to communicate with students and parents about student’s achievement of learning goals. *Secondary purposes* for grading include providing teachers with information for instructional planning and providing teachers, administrators, parents, and students with information for placement of students.

There are a variety of assessments used including diagnostic, formative, and summative assessments.

All students who have a documented (excused) absence will have no more than five (5) days to complete any missed assignments. Points will not be deducted from the student's grade each day, but if the student has not turned in the assignment by the fifth day after he/she returns to school, he/she will receive a 0 for the assignment.

Springdale Awards Policy (Grades 1 - 5)

It is the intent of Springdale Elementary School to recognize any child who deserves recognition. Any error in doing so, or in mispronouncing a name, is an oversight. Every effort will be made to avoid mistakes.

The following awards will be given at our Awards Day Ceremonies:

Category	Criteria	Award
High Honors (1-5)	All A's on each report card for the whole year	Certificate/Medal (1-2) Trophy (3-5)
Honors (1-5)	For students who have received an equal number of A's & B's or a majority of A's at the end of the school year; no C's or F's on report cards	Certificate
Superintendent's Perfect Attendance Award	For students who have had no tardies, absences, or early dismissals.	Certificate
Principal's Attendance Award	For students who have had no absences and fewer than 5 tardies or early dismissals	Certificate
County Activities/Events	Winning or placing in a county activity or event	Varies
Best Citizens	A male and female Best Citizen from each homeroom will be chosen by student peers.	Certificate and Pin
Accelerated Reader(K-5)	K-5 th students who meet their goal every 9 weeks will be recognized.	Certificate
	The students in grades K-5 th who receive 100 points or more will be recognized.	Certificate and Pin
	The top three students will be awarded.	Gift Certificate
Quiz Bowl, Math 24, Math Team, Spelling Bee Winner, Geography Bee Winner, Spelling Bee & Geography participants (4 th and 5 th)	Member of the team	Varies
Science Fair (4 th and 5 th)	Best in Show 1 st , 2 nd , 3 rd , Honorable Mention	Varies
Fifth Grade only Scholastic Award	Student with the highest average in all subjects combined.	Varies
Highest Average Subject Area	One boy and one girl with the highest averages in Reading, Math, Science, Social Studies, and English	
Service Awards	Any students with a job in the school	
Quick Think (2 nd only)		Certificate
Media Fair		Certificate

Eagles Extraordinaire (K-5)	Students with no office referrals for the entire school year.	Certificate
Regina Bigham and Nathan Tabor Award	5 th grader showing most improvement during the school year	Certificate and Surprise Gift
Spirit of Springdale	5 th grader showing impeccable character	Certificate and Surprise Gift
Athlete, Musician of the Year Award and Young Picasso Award	One male and one female from each homeroom class in grades K-5 who have a positive attitude and work ethic.	Certificate
Millionaire Reader	Students who read one million words or more as calculated by Accelerated Reader	Medal

Field Trips

Teachers plan various field trips throughout the year. Students must have *written* parental permission to go on these trips. **No permission can be given by telephone.** Students who do not bring signed permission forms will remain at school with regular assignments. Students may not be allowed to go on field trips if their behavior does not warrant their attendance. Any student who has lost bus privileges will be unable to attend the field trip. Teachers will request chaperones if needed. **Chaperones are required to have a background check.** Applications are available in the office. No siblings may attend the field trip.

Bringing Items to School

The only time students may bring toys, games, etc., to school is when their teacher instructs them to do so. Examples include (but are not limited to): Electronic Game Devices, CD players, trading cards, cards of any kind, anything that would distract from the learning environment. With the exceptions outlined below, school district policy prohibits the possession or use of the following electronic devices on the school campus or on the school bus: cell phones, pagers, iPods, iPhones, Zoom phones, beepers, personal digital assistants (PDAs), walkmans, radios, CD players, boom boxes, digital cameras, electronic games and toys, laser pointers, or any other electronic devices.

Exception for Personal Communication Devices: Elementary students shall store personal communication devices in book bags during the school day. Parents must submit a note authorizing the student to have the communication device at school. Students violating this policy are subject to disciplinary action. In addition, any such devices will be confiscated and turned over to Campus Police. Such items can be retrieved at the Campus Police Office behind the old Miller School on Montpelier Avenue by paying a \$25 recovery fee. A student requiring the use of a personal communication device for health or other unusual reasons shall have on file in the principal's office a statement from a licensed physician certifying that such a device is necessary for the health of the student. **The school district shall not be responsible for the loss, theft, or damage of personal communication devices. Laser pointers are not permitted at school for any reason. Laser pointers can cause permanent eye damage. If brought to school, they will be confiscated and a parent will have to come to school to retrieve the laser pointer.**

Junior Beta Club

Students are eligible for National Junior Beta Club in the 4th and 5th grades.

National Junior Beta requirements for Springdale students are as follows:

- Equal or majority A's for the 4th or 5th grade, no C's or F's (Honors)
- No office referrals (Eagle Extraordinaire)
- Leadership qualities are demonstrated throughout their school year
- Teacher or Administrator recommendation

Gifted Education Program

- In order to qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products, and/or exemplified in academic and artistic performance. Students may be recommended for consideration for the gifted program by teachers, counselors, parents, peers, administrators, self and others.
- The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status,

- handicap, or age. This policy will govern selection of students for this program as it does for all others in the system.
- Each year, during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes, and Behaviors (TABs) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified TABs shall be considered for referral by the school eligibility team.
 - The school principals, counselors, and teachers shall also review the results of norm referenced testing. Any child with a 90th percentile composite score, a 90th percentile total reading, including reading comprehension or 90th percentile total math shall be considered. This shall constitute an automatic referral procedure.
 - The school gifted-eligibility team shall review the records of any child under consideration for referral and will decide which students are recommended for further evaluation. A child will be referred for further evaluation if he or she is listed in a minimum of five categories on the TABs and additionally demonstrates one of the following: documented above grade-level performance, qualifying achievement test scores, documented outstanding products or performances, or a GPA at or above 3.5 on a 4.0 scale.
 - Parent permission will be obtained before any formal evaluation is begun, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following the completion of the evaluation. For further information, contact our school counselor.

Weapons

It is a violation of Georgia law to possess a weapon on a public school campus, at school functions, or on a public school bus. Violation of this law may result in criminal prosecution. This law applies to visitors and students. Please report violations for the safety of the students. Students are also expected to report to teachers, administrators, or others in authority any information or suspicions they have about potential threats to the safe, orderly operation of the school.

Suspensions

Absences resulting from disciplinary suspensions shall be excused for purposes of this policy. Make-up of assignments, quizzes, tests, etc. that are both assigned and due during a period of suspension must be completed and submitted no later than the fifth (5th) day following the student's return from suspension. Failure to make up work within five (5) days will result in a grade of 0. Work assigned prior to the start of a suspension and due during the suspension shall be accepted and graded if submitted by the suspended student's parent or guardian or other representative on the due date. Work that is assigned during a student's suspension is due after the suspension and shall be accepted for grading on the due date. It is the student's responsibility to get all classroom assignments during periods of suspension.

Smoking

It is against Bibb County Policy for adults to smoke in the presence of students, in the school building, at school events, or outside on school grounds within 1000 feet of the school grounds.

Bibb County School District's Web Page

The Bibb County Public Schools' homepage contains a wealth of information. You will find links to access student grades, each school's web page, the district calendar, school board member information, enrollment procedures, system statistics and policies, and links to educational resources. The web address is: <http://www.bcsdk12.net/site/default.aspx?PageID=1>

Internet Use Policy

It is a requirement that all students and parents read and sign the Internet Use Policy located in the 2018-2019 Bibb County School District Student Code of Conduct.

Positive Behavior Interventions and Supports

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. Our PBIS implementation plan includes clearly defined outcomes, research-validated practices, supportive administrative systems, and information for problem solving behaviors. All staff members at Springdale Elementary School will establish regular, predictable,

positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school also has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

Behavior Expectations and Rules Matrix

The core values at Springdale Elementary School are to be **Respectful** and **Responsible**, **Engaged**, **Accountable**, **Dependable**, and **Your Personal Best** at all Times. Our staff members will refer to these as being **5-Star READY**. All students are explicitly taught what it looks like to have respect, be engaged, be accountable, be dependable, and to be their personal best in every area at our school. These behavior expectations are clearly displayed on the walls around our school.

We want all of our Eagles to be **5-Star READY!**

5-Star READY Behavior Matrix								
Expectations	Cafeteria	Hallway	Restroom	Playground	Classroom	Specials	Arrival & Dismissal	Special Events
R Respectful	*Use Table Manners	*Be Silent	*Give Privacy	*Use Good Sportsmanship	*Raise Your Hand to Speak and to Leave Seat	*Raise Your Hand to Speak and to Leave Seat	*Enter and Leave Quietly *Listen to the Adult in Charge	*Enter and Leave Quietly *Listen to the Adult in Charge
E Engaged	*Eat First	*Walk on the 2 nd Square *Face Forward *Walk on the Right Side	*Use Time Appropriately	*Stay in Assigned Area	*Follow Directions	*Follow Directions	*Follow Directions	*Follow Directions
A Accountable	*Clean Up Area	*Keep Hands and Feet to Self	*Clean Your Hands *Clean Any Accidents	*Keep Hands and Feet to Self	*Keep Hands and Feet to Self *Clean up Area	*Keep Hands and Feet to Self *Clean up Area	*Keep Hands and Feet to Self	*Keep Hands and Feet to Self
D Dependable	*Get What You Need	*Straight Shot	*Report Issues	*Come When Called	*Have All Required Supplies *Follow Attendance Procedures	*Use Materials Properly	*Report on Time *Straight Shot *Gather and Pack All Needed Items	*Follow Procedures
Y Your Personal Best	*Eat Healthy to be Healthy *Pick Up Litter	*Be in Dress Code	*Tuck In Shirt	*Include Others *Pick Up Litter	*Complete All Assignments (Classroom & Homework)	*Complete Assigned Tasks	*Know Your Transportation Plan *Know Your Carpool Number	*Sit Quietly In Your Assigned Area

Springdale Elementary Discipline Process

Level 1 & Level 2 Referrals (low level referrals)

For Needs Work Dojo points (accumulated during the week and reset at the start of each week):

- **4 points:** walking detention during recess (walking detention documented in dojo and parent copy sent home for signature)
- **6 points:** walking detention and counselor referral (walking detention documented in doo and parent copy send home for signature)

- **10 points:** walking detention and parent conference (walking detention documented in dojo, parent copy sent, documentation of parent conference in infinite campus)
- **16 points:** walking detention and office referral (walking detention documented in dojo, parent copy sent, copies of all the above provided to admin, along with office referral)

Administrative Discipline Process for Chronic Level 1 & Level 2 Offenses:

- **First office referral for 16 points:** Administrative Time Out & Admin mandatory parent conference.
- **Second office referral for 16 points:** ISS 1 day (Student will not be able to participate in any special school events (dances, parties, etc) for a 9 week period)
 - **Third office referral for 16 points:** ISS 2 days
- **Fourth office referral for 16 points:** ISS 3 days AND teacher implements an RTI for behavior.
 - **Fifth office referral for 16 points:** OSS 1 day (Admin consider manifestation determination for those on IEP or 504)
- **Sixth office referral for 16 points:** OSS 2 days AND Functional Behavioral Assessment is conducted by Teacher or district intervention behavior specialist. A Behavior Intervention Plan (BIP) will also be developed with assistance by the district intervention behavior specialist.
- **Seventh office referral for 16 points:** OSS 3 days – Admin considers evidentiary hearing for alternative placement.

Leader in Me

The Leader in Me is aligned with best-in-class content and concepts practiced by global education thought leaders. It provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school.

Content from *The 7 Habits of Highly Effective People* is a key component of the overall *The Leader in Me* process. *The 7 Habits* is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures.

The Leader in Me is also aligned to many national and state academic standards. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

Habit 1 – Be Proactive

Habit 2 – Begin with the End in Mind

Habit 3 – Put First Things First

Habit 4 – Think Win-Win

Habit 5 – Seek First to Understand, Then to be Understood

Habit 6 – Synergize

Habit 7 – Sharpen the Saw



Springdale Unified Dress Code 2018-2019

Khaki (i.e. tan or beige), navy or blue denim walking shorts, slacks, jumpers, Capri pants, skirts, and skorts. All pants must be plain (unembellished), non-faded, without holes or fraying, and fitted at the waist and length (can NOT touch the floor). Skirts and skorts may be no shorter than 2” above the knee. Clothing **MUST** be the appropriate size.

Plain and solid white, powder (pale) blue, powder (pale) pink, light yellow, or navy collared shirts with sleeves containing no designs or logos except the school logo or crest. Clothing **MUST** be the appropriate size.

Springdale Spiritwear may be worn Mondays through Fridays. Springdale Spiritwear is defined as apparel approved and purchased through a school organization.

Solid navy, powder (pale) blue, powder (pale) pink, light yellow and white turtlenecks, long sleeved collared shirts, sweatshirts and sweaters (pullover or cardigan).

Shirts will be tucked in and belts worn if there are belt loops. Belts should be black, brown, or one of the approved uniform colors. Belt buckles may be no larger than the width of the belt.

Socks must be worn and shoes must have closed toes and backs with heels no higher than two inches. Socks or tights must be unembellished and must adhere to the colors of the uniform policy. Only students who can tie them may wear shoes with laces.

Any type outerwear (coats, jackets, etc.) may be worn into the building until the child gets to the classroom. Inside the classroom, outerwear must adhere to the uniform policy.

Hats, caps, hoods, bandannas and scarves may not be worn on the head in the building.

Cub Scout and Girl Scout uniforms are acceptable.

All items prohibited by the Bibb County Dress Code are also prohibited in this Unified Dress Code.